

How to complete a professional registration check in NHS Jobs user guide

This guide gives you instructions for how to complete a [professional registration](#) check in the NHS Jobs service.

A professional registration (if required for the role) is needed to complete the applicant's pre-employment information before they can start their new job.

On accepting a job offer, the applicant can add their professional registration.

You can add the professional registration on the applicant's behalf, but you'll need to complete a manual check first.

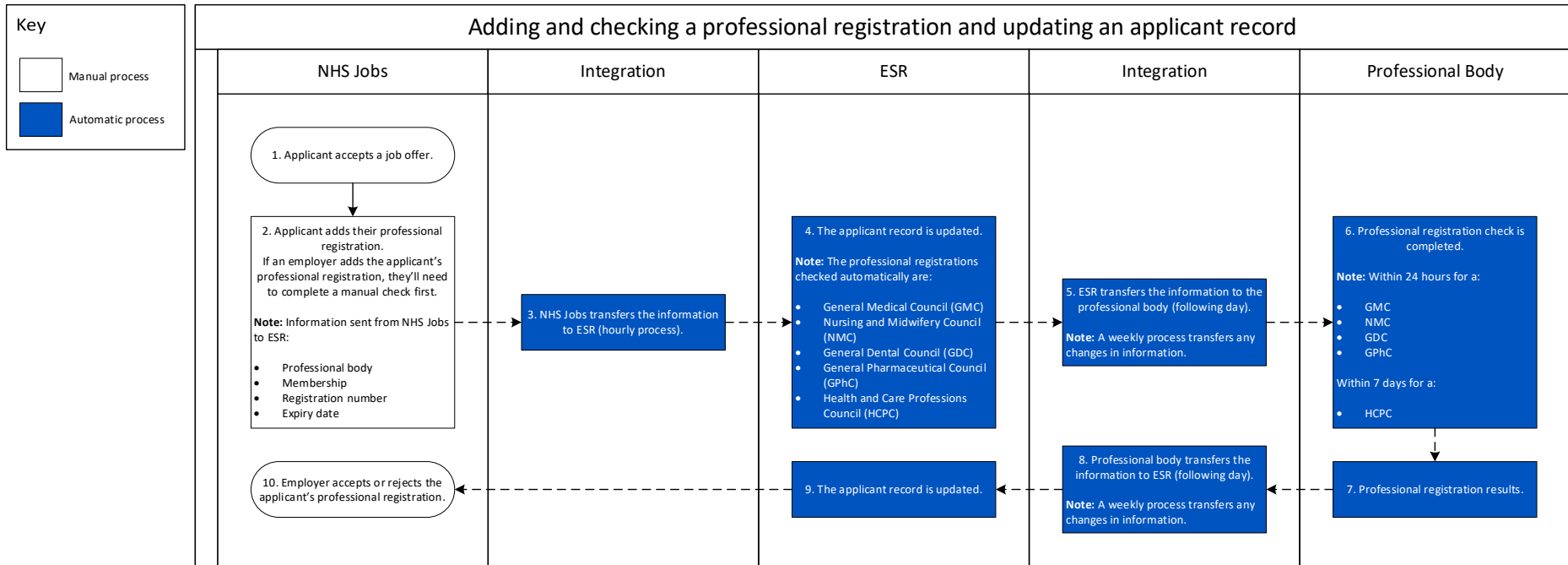
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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Process flow diagram



Go to the ['Pre-employment checks'](#) page.

Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot shows the NHS Business Services Authority Dashboard. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing [dropdown] Change' and 'Signed in as NHS BSA Training Sign Out'. Below the header, there is a toggle for 'Show tasks for all accounts' and a 'BETA' notice: 'Your feedback will help us to improve this service.'

The main content area is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'.

The dashboard displays a list of recruitment tasks with their counts, track status, and overdue days. Each task has a progress bar with green and red segments. The 'Pre-employment checks' task is highlighted with a yellow circle and a '1' icon.

Task Stage	Count	Track Status	Overdue Days
Draft	386	on track 22	overdue 364
Approvals	3	on track 1	overdue 2
Published	4		
Shortlisting	8	on track 1	overdue 7
Interviews	1	on track 0	overdue 1
Ready to offer	42	on track 16	overdue 26
Conditional offers	22	on track 5	overdue 17
1 Pre-employment checks	24	on track 4	overdue 20
Contracts	57	on track 11	overdue 46
End recruitment	7	on track 4	overdue 3

On the right side of the dashboard, there are several sections:

- What you can do:**
 - [Create a job listing](#)
 - [Search for a listing](#)
 - [Search for an applicant](#)
- Manage the account:**
 - [Manage users](#)
 - [At risk applicants](#)
 - [Accredited logos](#)
 - [Key performance indicators \(KPIs\)](#)
 - [Approval settings](#)
 - [Departments](#)
 - [Welsh listings](#)
- Documents and templates:**
 - [Overview of your organisation](#)
 - [Supporting documents](#)
 - [Contract templates](#)
 - [Offer letter templates](#)
- Help and information:**
 - [The employer hub](#)
 - [Roles and permissions](#)
 - [Contact your super users](#)
- Reporting:**
 - [Run a report](#)

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The copyright notice is '© Crown copyright'.

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

Important: In this example, the **Outstanding checks** section shows the 'Professional registrations' check is outstanding.

Find the applicant and complete the following step:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

The screenshot shows the 'Pre-employment checks' page for NHS BSA Training. The page is titled 'Pre-employment checks' and shows a table of tasks for 'All users'. The table has columns for Applicant, Job title, Deadline, Outstanding checks, and What needs doing next. The 'Professional registrations' check is highlighted in red, indicating it is outstanding. The page includes a header with the NHS logo, a navigation bar, and a footer with links to privacy policy, terms and conditions, accessibility statement, cookies, and how to create and publish jobs.

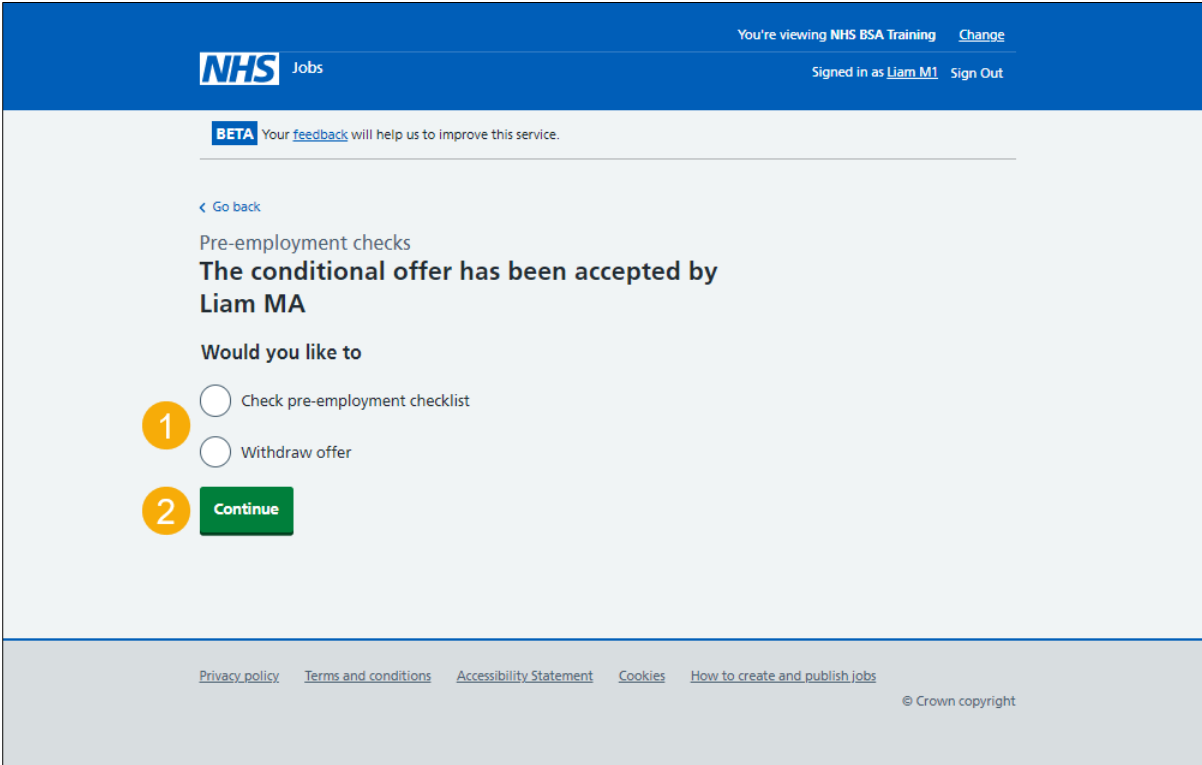
Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-210128-00006	Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	<ul style="list-style-type: none"> References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment 	View checks or withdraw offer

Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
 - [‘Check pre-employment checklist’](#)
 - ‘Withdraw offer’
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (with a yellow circle containing the number '1') and 'Withdraw offer'. A green 'Continue' button (with a yellow circle containing the number '2') is positioned below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

Professional registrations

This page gives you instructions for how to start a professional registration check.

Important: In this example, the status is **STARTED** as the applicant's added their professional registration details, but you haven't started the check.

To start a professional registration check, complete the following step:

1. Select the '[Professional registrations](#)' link.

NHS Jobs

You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checklist for Liam MA

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

References	COMPLETED
----------------------------	-----------

Identity

Home address	COMPLETED
Identity check	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	NOT STARTED
---	-------------

Qualifications and registrations

Qualifications	COMPLETED
1 Professional registrations	STARTED

Check professional registration

This page gives you instructions for how to check the professional registration details.

Important: In this example, the applicant has added a 'Nursing and Midwifery Council (NMC) professional registration. If the applicant hasn't added a professional registration and it's needed for the role, go to the '[Add another professional registration](#)' page.

To check the professional registration details, complete the following steps:

1. Select the '[Nursing and Midwifery Council \(NMC\)](#)' link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. The main heading is 'Pre-employment checks' and 'Liam MA's professional registrations'. Below this is a table titled 'Professional registrations' with columns for 'Body', 'Type', and 'What you can do'. The table contains one entry: 'Nursing and Midwifery Council (NMC)' under 'Body', 'Nursing Associate' under 'Type', and 'Edit or Delete' under 'What you can do'. A yellow circle with the number 1 is placed over the registration link. Below the table, there is a question 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. A green 'Continue' button is at the bottom of the form.

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	Edit or Delete

Add another professional registration?

Yes No

[Continue](#)

View professional registration

This page gives you instructions for how to view the professional registration details.

Important: In this example, the status is 'Needs further investigation' and the licence type, licence restricted and start date are 'Unknown' as the check is incomplete. Once the check is complete, the status changes and the results are added.

Check the information on the page and complete the following step:

1. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for viewing professional registration documents. The page title is "Liam MA's professional registration documents". The status is "Needs further investigation". The professional body is "Nursing and Midwifery Council (NMC)". The licence type is "Unknown", the licence restricted status is "Unknown", and the start date is "Unknown". The date received is "26 February 2021" and the expiry date is "28 February 2021". A "Continue" button is highlighted with a "1" in a yellow circle.

Date received	26 February 2021
Status	Needs further investigation
Professional body	Nursing and Midwifery Council (NMC)
Licence type	Unknown
Registration number	12345678
Licence restricted?	Unknown
Start date	Unknown
Expiry date	28 February 2021

1 Continue

Add another professional registration

This page gives you instructions for how to confirm if you want to add another professional registration on behalf of the applicant.

Important: Make sure you don't add the same professional registration to avoid the employee record having a duplicate registration.

To confirm if you want to add another professional registration on behalf of the applicant, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Liam MA's professional registrations'. Under 'Professional registrations', there is a table with columns 'Body', 'Type', and 'What you can do'. The table contains one row: 'Nursing and Midwifery Council (NMC)', 'Nursing Associate', and 'Edit or Delete'. Below the table, the question 'Add another professional registration?' is displayed. There are two radio buttons: 'Yes' (selected) and 'No'. A green 'Continue' button is located below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

NHS Jobs

You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Pre-employment checks

Liam MA's professional registrations

Professional registrations

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	Edit or Delete

Add another professional registration?

1 Yes No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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What membership does the applicant have?

This page gives you instructions for how to confirm the applicant's membership type.

Important: You'll only see this page if you're adding or editing a professional registration.

To confirm the applicant's membership type, complete the following steps:

1. Select an option.
2. Select the '[Continue](#)' button.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'What membership does Liam MA have?'. A list of 16 radio button options is provided, with a yellow circle containing the number '1' next to the 'General Medical Council (GMC)' option. Below the list is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Choose the type of registration

This page gives you instructions for how to choose the type of registration.

Important: In this example you've selected the Nursing and Midwifery Council (NMC) membership type.

To choose the type of registration, complete the following steps:

1. Select an option from the drop-down menu.
2. Select the ['Continue'](#) button.

NHS Jobs You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

Choose the type of registration

Choose the type of registration

1 Select an option...

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Enter registration number

This page gives you instructions for how to enter the registration number.

Important: In this example, the 'Nursing and Midwifery Council (NMC)' registered body and the 'Nursing Associate' licence type is added.

To enter the registration number, complete the following steps:

1. In the **Registration number** box, enter the details.
2. Select the **'Continue'** button.

The screenshot shows the NHS Jobs interface for entering a registration number. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Enter registration number'. Below this, there is a form with two fields: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. A note below the form states: 'This should be on the registration certificate or document'. There are two numbered steps: '1' pointing to a text input field for the registration number, and '2' pointing to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Tip: The registration number should be on the registration certificate or document.

Is this licence restricted?

This page gives you instructions for how to confirm if the licence is restricted.

Important: For example, a doctor with restrictions or conditions on their practice. Your team would check their compliance to General Medical Council conditions and undertakings and manage a safe return to work.

To confirm if this licence is restricted, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

The screenshot shows a web form titled 'Is this licence restricted?' under the heading 'Pre-employment checks'. The form is part of the NHS Jobs system, as indicated by the logo and navigation links at the top. The user is signed in as 'Liam M1'. The form displays the following information:

- Registered body:** Nursing and Midwifery Council (NMC)
- Licence type:** Nursing Associate

Below the form fields, there is a paragraph of text: 'For example, a doctor with restrictions or conditions on their practise. Your team would check their compliance to General Medical Council conditions and undertakings, and manage a safe return to work.'

The form includes two radio buttons for the question 'Is this licence restricted?': 'Yes' and 'No'. The 'Yes' option is selected. A green 'Continue' button is located below the radio buttons.

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The copyright notice '© Crown copyright' is also present.

Enter date registered from

This page gives you instructions for how to enter the date registered from.

To enter the date registered from, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

NHS Jobs You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

Enter date registered from

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

This should be on the registration certificate/document
For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

Tip: The date registered from should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Enter date registered to

This page gives you instructions for how to enter the date registered to.

To enter the date registered to, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

NHS Jobs You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

Enter date registered to

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

This should be on the registration certificate/document
For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

Tip: The date registered to should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was received

This page gives you instructions for how to enter the date this document was received.

To enter the date this document was received, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Date this document was received'. Below this, there are two rows of information: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. Underneath, there is an example date 'For example, 15 03 2012' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the input boxes is a yellow circle with the number '2' pointing to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was checked

This page gives you instructions for how to enter the date this document was checked.

To enter the date this document was checked, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Change'. Below that, it says 'Signed in as Liam M1' and 'Sign Out'. The main content area has a blue header with the NHS logo and 'Jobs'. Below that, it says 'BETA Your feedback will help us to improve this service.' There is a 'Go back' link. The page title is 'Pre-employment checks' and the main heading is 'Date this document was checked'. Below this, there are two rows of information: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. Below that, there is a date input section. It says 'For example, 15 03 2012' and has three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a yellow circle with the number '2' next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer says '© Crown copyright'.

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked this professional registration?

This page gives you instructions for how to confirm who checked this professional registration.

To confirm who checked this professional registration, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. Select the **'Continue'** button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Who checked this professional registration?'. It contains three numbered steps: 1. 'First name' with an input field, 2. 'Last name' with an input field, and 3. 'Continue' with a green button. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Is the professional registration okay?

This page gives you instructions for how to confirm if the professional registration is okay.

To confirm if the professional registration is okay, complete the following steps:

1. Select an answer.
2. Select the [Continue](#) button.

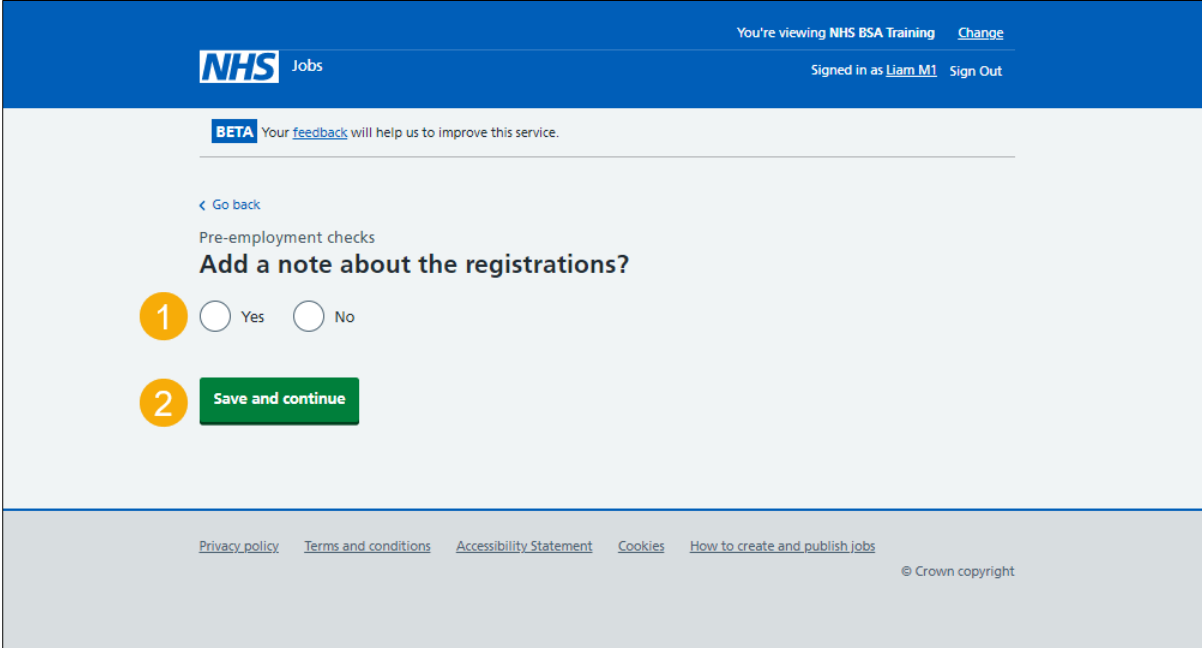
The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and the text 'Jobs'. To the right of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The question is 'Is the professional registration okay?'. There are four radio button options: 'Yes', 'No', 'Pending', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'Pending' option. Below the options, there is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Add a note about the registrations?

This page gives you instructions for how to confirm if you want to add a note about the professional registration.

To confirm if you want to add a note about the professional registration, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.



The screenshot shows a web form on the NHS Jobs portal. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The title of the form is 'Add a note about the registrations?'. Below the title, there are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, and it is highlighted with a yellow circle containing the number '1'. Below the radio buttons, there is a green button labeled 'Save and continue', which is highlighted with a yellow circle containing the number '2'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

Add a note

This page gives you instructions for how to add a note.

Important: You'll only see this page if you're adding a note about the professional registration.

To add a note, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the '[Save and continue](#)' button.

The screenshot shows the 'Add a note' form in the NHS Jobs system. The form is titled 'Add a note' and is part of the 'Pre-employment checks' section. It includes a 'Subject' text input field (step 1), a 'Detail' text area (step 2), and a green 'Save and continue' button (step 3). The page also features a blue header with the NHS logo, user information, and a footer with various links and copyright information.

Add another note about the registrations?

This page gives you instructions for how to confirm if you want to add another note about the professional registrations.

To confirm if you want to add another note about the professional registrations, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows a web interface for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add another note about the registrations?'. There are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is highlighted. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Check professional registration

This page gives you instructions for how to check the professional registration.

Important: If you delete a professional registration, you won't be warned, and you won't be able to recover the details.

To check, edit, delete, and add another professional registration, complete the following steps:

1. Select the '[Nursing and Midwifery Council \(NMC\)](#)' link (optional).
2. Select the '[Edit](#)' link (optional).
3. Select the 'Delete' link (optional).
4. Select an answer:
 - '[Yes](#)'
 - '[No](#)'
5. Select the 'Continue' button.

The screenshot shows the NHS Jobs portal interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. The main heading is 'Liam MA's professional registrations'. Below this is a table with columns for 'Body', 'Type', and 'What you can do'. The table contains one entry for 'Nursing and Midwifery Council (NMC)' with the type 'Nursing Associate'. The 'What you can do' column has links for 'Edit' and 'Delete'. Below the table is a section titled 'Add another professional registration?' with radio buttons for 'Yes' and 'No'. At the bottom of this section is a green 'Continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Do you accept the professional registrations?

This page gives you instructions for how to confirm if you accept the professional registration.

To confirm if you accept the professional registration, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, a blue bar indicates the user is signed in as 'Liam M1' with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'Do you accept the professional registrations?'. It features three radio button options: 'Yes', 'No', and 'In progress', with a '1' in a yellow circle next to the 'No' option. Below the options is a green 'Save and continue' button with a '2' in a yellow circle next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Check the professional registration status in NHS Jobs

This page gives you instructions for how to check the professional registration status in NHS Jobs.

Important: In this example, the status is **COMPLETED** as you've completed the applicant's professional registration check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled 'Pre-employment checklist for Liam MA' and includes a 'Go back' link. The checklist is divided into several sections, each with a 'COMPLETED' status:

- References:** [References](#) (COMPLETED)
- Identity:**
 - [Home address](#) (COMPLETED)
 - [Identity check](#) (COMPLETED)
 - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)
- Right to work:** [Right to work in the UK](#) (COMPLETED)
- Qualifications and registrations:**
 - [Qualifications](#) (COMPLETED)
 - [Professional registrations](#) (COMPLETED)

The 'Professional registrations' section is highlighted with a red box, and a yellow circle with the number 1 is placed next to it.

Tip: To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check professional registration in ESR](#)' page.

You've completed the home address check in NHS Jobs and reached the end of this user guide.

Check the professional registration details in ESR

This page gives you instructions for how to check the professional registration details in ESR.

Important: This information is found in the applicant record within the 'Extra Person Information' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's professional registration details are shown.

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File Edit View Folder Tools Window Help

Enter HR Personal Information - Combined

Enter HR Extra Information

Type

- New Starter Notification
- OLM Data Groups
- Print Payslip and P60
- Real Time Information - NINO Verification Details
- Refer to Disclosure and Barring Service
- Reference Details
- Registrations and Memberships
- Sexual Orientation / Religious Belief
- Termination Notification

Details

- General Medical Council|2

Extra Person Information

Registration/Membership Body **General Medical Council**

Professional Registration Number **22334455** 1

Expiry Date **01-AUG-2024**

First Registered Date **15-JUL-1980**

Revalidation Date **07-DEC-2021**

E-Rec Vacancy Ref

OK Cancel Clear Help

Tip: For more information about ESR, go to the '[ESR User Manual](#)'.

You've checked the professional registration details in ESR and reached the end of this user guide.